

4. General

This section contains the key questions departments need to address in order to promote an awareness and commitment to Equality and Diversity.

Questions:	Yes	No	Evidence	Areas for Improvement	Possible Actions and Timeframes
General					
Have you ensured that all key people within your department are familiar with legal requirements and with the University's Equality and Diversity Policy?	√		Staff induction and handbooks	Publish information on website	2009-2010
Has your department communicated to all staff and students that discrimination on all grounds is unlawful in respect of work and study, and will not be tolerated?	√		Staff induction and staff and student handbooks	Publish on website and add to student induction	2008-2009
Is there an established a group or person(s) to steer and monitor on all aspects of equality? E.g. Equality opportunity representative	√		Equality and Diversity Representative = Dr Caroline Chatwin		
Is Equality and	√		Added as		

Diversity a standard agenda item for departmental meetings?			standard agenda item Autumn 2008		
Do you have section on the departmental website for Equality and Diversity with links to the University's Equality and Diversity Policy and other support documents?		√		Develop website	2009-2010
Departmental culture					
Do know the staff and student profiles of your department by ethnicity, gender, disability and Age?	√		Information held on Prospero	Analyse this data and run profiles	2010-2011
Does the department encourage a greater awareness of people from culturally diverse communities?				Needs further discussion	
Does your department have a statement of commitment to equality and diversity?		√		Write one and publish it on website and in handbooks	2009-2010
Complaints					
Has your	√		Procedures in	Publish	2009-2010

department taken steps to ensure that clear procedures are in place to deal with complaints arising directly or indirectly from the reporting of discrimination or harassment incidents?			place	procedures on website	
Harassment					
Has the department made staff aware of the procedures set out in the Policy on <u>Dignity at Work and Study</u> for dealing firmly, consistently, and effectively with for example racial incidents, harassment and bullying?		√		Publish on website	2009-2010

5. Students

This section asks questions relating to student issues. These are placed under various headings and are not exhaustive. Every department is different and so will be at different levels but also will have differing practices when it comes to supporting students.

Questions:	Yes	No	Evidence	Areas for Improvement	Possible Actions and Timeframes
Guidance and Support for Students					
Are students made	√		Student	Add to student	2009-2010

aware of the support available such as the harassment contacts and the Emergency Response Contacts networks?			handbook	induction and publish on website	
Do you make students aware of their responsibilities with regards to equality and diversity as well as support available at the beginning of their course or induction?	√		Student handbook	Add to student induction and publish on website	2009-2010
Are equality and Diversity issues brought up at staff/student liaison committees?	√		Added as standard agenda item in Autumn 2008		
Have you appointed a student representative on the staff/student liaison committee responsible for equality and diversity?	√		Students are appointing one in early 2009 as discussed at last student/staff liaison meeting.	Work with the student to elicit specific feedback on equality and diversity from student population. Evaluate this feedback.	2009-2011
Are students aware who the departments Equal Opportunity representative is?	√		In handbooks.	Add to website and inductions	2009-2010
Learning and Teaching					

Are students encouraged to understand and value cultural and ethnic diversity?	√		Covered in lots of SSPSSR courses	Evaluate this as part of student feedback	2011-2012
Are teaching staff trained on equality and diversity so they can create an environment free of prejudice, discrimination and harassment, where students can contribute fully and freely and feel valued?	√		Plenty of training opportunities	Seek to promote training opportunities	Ongoing
Are steps taken to ensure that the programmes of study and assessment methods are designed to be accessible and inclusive at the outset, and are responsive as possible to individual needs?	√		Learning difficulties taken into account	Discuss methods of extending this to other diversity areas	2011-2012
Curriculum Content					
Have you taken into account the needs of students from different groups and tried to build into programmes the principles of	√		Good on learning difficulties. Diversity of curriculum teaching.	Look into needs other than disability	2011-2012

equality?					
Has the curriculum been monitored and assessed to see if it meets the expectations of students from different groups. E.g. disabled students, Black and Minority Ethnic students.		√		Undertake specific student feedback of this nature and evaluate	2011-2012
Does the curriculum take into account the different expectations due to cultural differences that students may have of the UK education system?	√		Informally	Needs further discussion	Ongoing
Achievement, Progress and Assessment					
Has the department taken steps to monitor and assess students' achievements, the progress they make, course drop-outs, and course completion by ethnicity, gender and disability?	√		Profiles held on Prospero	Run these profiles and analyse them	2010-2011
Are steps taken to ensure that the criteria for assessment are explicit and fair to	√		Especially in terms of learning difficulties	Investigate needs in other diversity areas	2011-2012

all?					
Monitoring and Evaluation					
Do you monitor the number of complaints by students of specific equality issues?	√		Log book kept by Sarah Tong		
Have you set up a system for monitoring the effectiveness of your provision for students with disabilities, international students, students with religious needs etc.		√		Will be addressed by student feedback	2010-2011

6. Staff

This section asks specific questions relating to staff within your department and how you support their diverse needs.

Questions:	Yes	No	Evidence	Areas for Improvement	Possible Actions and Timeframes
Training and Raising Awareness					
Have you considered the ways in which the department can promote positive attitudes towards disabled people?	√		Relevant information promptly displayed and special needs taken into consideration		
Are staff members encouraged to attend Equality training run by the University's staff development unit?	√		Via general email	More could be done to promote these opportunities	Ongoing
Promotion, Progression and development					
Do you monitor staff promotions by the number of requests and failed and successful applicants?	√		Data collected for last 4 years	Analyse this data	2010-2011
Do administrative staff have the same opportunities for training and development as academic staff?		√		Needs further discussion	
Recruitment and Selection					
Have members of	√		At least one,		

any recruitment panel attended training on Equality and Diversity?			usually more		
Have members of any recruitment panel attended the recruitment and selection training run by the Personnel department?	√		At least one		
New Staff					
Is equality and Diversity included in new staff departmental inductions?	√		Part of general staff induction		
Are new members of staff with religious or cultural needs guided to relevant prayer facilities?		√		Publish prayer facilities on website	2009-2010
Are new staff made aware of their responsibilities around Equality and Diversity?	√		In staff induction	Publish on website	2009-2010
Guidance and Support for Staff					
Are new and existing members of staff made aware of the Harassment contacts network?	√		Staff handbook and induction	Publish on website	2009-2010
Does your				Publish on	2009-2010

department have procedures for supporting staff that might develop or declare a disability during their employment?				website	
Monitoring and Evaluation					
Do you know your staff profile by Race, gender, disability and age?	√		Hold the information	Analyse the information	2010-2011
If there are any imbalances in your profile, have you conducted any research to find out why this is?		√		Analyse the information	2010-2011
Have you benchmarked your staff profile against departments like yours in other institutions?		√		Analyse the information	2010-2011
Do you have a system to monitor and record staff complaints?	√		Held by HOD		